



**Michigan Supreme Court
State Court Administrative Office**

Judicial Information Systems
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John D. Ferry, Jr., State Court Administrator

TO: JIS Circuit Court Users
FROM: Arlena Craven, JIS
DATE: June 24, 2004
RE: CCS Training Sessions

The JIS Circuit team is once again offering training sessions to those who use the JIS circuit court software. The following will explain the content of each class and then list the dates and times available for each session. The sessions are offered at the Hall of Justice in Lansing and the SCAO Region IV office in Gaylord. Each session is designed to last approximately ½ day. The morning sessions will begin at 9:00AM and the afternoon sessions will begin at 1:00PM. Lunch will be provided for those attending both sessions on the same day. If you are interested in attending any of these, please RSVP by email to ccshelpdesk@courts.mi.gov or call Rob Bennett at 1-888-339-1547.

Case Initiation, Caseflow, Dispositions and Deferrals

This is a “back to basics” class that will review the proper procedure in entering civil, criminal and domestic cases into the system. It will show how to enter a criminal case using the DCS/CTN bindover. There will also be review of the central name index, central calendar, ROA and it’s contents, forms both AFP and non-AFP. This class will continue explaining how to correctly dispose of parties and charges and their affects on caseload reporting. We will also discuss deferral codes and how to “dismiss” them once the defendant has completed, whether successful or not. We will give suggestions on how to track drug court cases. This class is geared toward any user who enters cases, dispositions, clerk activity or court activity into CCS.

Abstracts and CHR

Correct entry of data for abstracts and CHR will be discussed in this class. We will explain the differences between the 3 types of abstracts (A, B, and S) and their affects on the defendants driving record in addition to field definitions. We will discuss the new CHR process for circuits and review common responses from MSP.

Notices, Calendaring and Reports

This class is geared toward assignment clerks. We will discuss the differences between the AFP notices and the non-AFP notices. The correct use of “RSE”, remove scheduled event code. We will explain the differences between the different calendars that are available on the system and how they are best used. The reports that will be reviewed are those related to case management.

ADR and ADR Reports

There have been a few changes to the ADR screens in the past year. This class will review those changes, explain the proper process on the system and also review of the ADR reports available from the system.

Financial, Restitution and Bond Reports

This class will review cash code set up and automatic payment distribution. Examples of the restitution and bond reports will be explained in detail. We will also discuss co-defendant restitution and give suggestions on how to enter it on the system.

Juvenile Financials

This session is designed to be a review of accounts receivable and payable on the Juvenile system (PCS). We will review everything related to juvenile financial, including entering financial orders and receipting, vouchering, reporting, restitution, and the FIA 207. Courts considering implementing this feature may also wish to attend. This does not include entering juvenile moneys through circuit court non-cash.